25X1 Approved For Release 2009/03/13 : CIA-RDP57-00259A000200040018-5

CONFIDENTIAL

1 March 1954

MEMORANDUM FOR: Deputy Director (Plans)

SUBJECT: Human Resources Program in DDP

1. [redacted] Chief of the Management Training Division, 25X1
informs me that he has completed arrangements with [redacted] for the
presentation of the Human Resources 4½ hour course to four groups of
senior officials within DDP.

25X1

2. The programs have been scheduled as follows:

For Area Division Chiefs and Deputies

Thursday	4 March	11:00 - 12:00	Group Meeting #1
Friday	5 March	individual ½ hour conferences between the	
Monday	8 March	discussion leader and the members of the group.	
Tuesday	9 March	11:00 - 12:00	Group Meeting #2
Thursday	11 March	11:00 - 12:00	Group Meeting #3
Friday	12 March	11:00 - 12:00	Group Meeting #4

For PP Staff Chiefs and Deputies

Tuesday	23 March	11:00 - 12:00	Group Meeting #1
Wednesday	24 March	individual ½ hour conferences between the	
Thursday	25 March	discussion leader and the members of the group.	
Friday	26 March	11:00 - 12:00	Group Meeting #2
Monday	29 March	11:00 - 12:00	Group Meeting #3
Tuesday	30 March	11:00 - 12:00	Group Meeting #4

For FI Staff Chiefs and Deputies

Tuesday	6 April	11:00 - 12:00	Group Meeting #1
Wednesday	7 April	individual ½ hour conferences between the	
Thursday	8 April	discussion leader and the members of the group.	
Friday	9 April	11:00 - 12:00	Group Meeting #2
Monday	12 April	11:00 - 12:00	Group Meeting #3
Tuesday	13 April	11:00 - 12:00	Group Meeting #4

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25 YEAR RE-REVIEW

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For PM Staff Chiefs and Deputies

Tuesday	20 April	11:00 - 12:00	Group Meeting #1
Wednesday	21 April	individual ½ hour conferences between the	
Thursday	22 April	discussion leader and the members of the group.	
Friday	23 April	11:00 - 12:00	Group Meeting #2
Monday	26 April	11:00 - 12:00	Group Meeting #3
Tuesday	27 April	11:00 - 12:00	Group Meeting #4

3. It is our understanding that [redacted] is making the arrangements to secure rooms for the meetings and to schedule the attendance of DDP personnel. 25X1

4. After these four courses for top management from across DDP have been completed, [redacted] will be pleased to make whatever arrangements you consider to be appropriate for conducting further Human Resources Program meetings within the various components within DDP. 25X1

5. I shall be interested to receive any comments from you regarding the use of this Program in strengthening supervision and in contributing to your management objectives in DDP. I assume that you will wish to discuss any problems that come up directly with 25X1 [redacted]

/s/ 3/1/54

MATTHEW BAIRD
Director of Training

25X1 cc. [redacted]

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